

## LABOR RELATIONS COMMITTEE

### MINUTES

The Labor Relations Committee met on Monday, October 28, 2019 at 6:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Shawn Mueske	.....	Chair
	Fernando Alvarado	.....	Vice Chair
	Vicki Davis	.....	Council Member
	Kathy Schwantes	.....	Council Member

Others present: Human Resource Director Samantha Beckman and City Administrator Brian Gramentz.

#### Item No. 1      Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

#### Item No. 2      Public Comment

There were no public comments.

#### Item No. 3      Employee Personnel Policy – 9<sup>th</sup> Section (Motion)

Staff presented the ninth section of the updated employee personnel policy, Sexual Harassment Prevention, Respectful Workplace, and Job Related Injury or Illness Policies. The Sexual Harassment Prevention and Respectful Workplace policies differ from previous sections because they will apply to members of boards/commissions and elected officials in addition to employees. Language related to elected officials was added regarding forfeiture of office. A motion was made by Council Member Schwantes, seconded by Council Member Davis and passed to adopt the ninth section of the new Personnel Policy, Sexual Harassment Prevention, Respectful Workplace, and Job Related Illness or Injury Policies.

#### Item No. 4      Employee Personnel Policy – 10<sup>th</sup> Section (Motion)

Staff presented the tenth section of the updated employee personnel policy and Outside Employment Policy. No significant changes were made to the League's language or deviations from our current policies. A motion was made by Council Member Schwantes, seconded by Council Member Davis and passed to adopt the tenth section of the new Personnel Policy and Outside Employment Policy.

#### Item No. 5      Employee Personnel Policy – 11<sup>th</sup> Section (Information)

Staff distributed the eleventh section of the updated employee personnel policy. At the League's recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures.

There being no further business to come before the Committee, the meeting was adjourned at 6:40 p.m. by Council Member Mueske.

Respectfully submitted,

Samantha Beckman  
Human Resources Director